



Title: Project Specialist

Division: Asian & Pacific Islander Obesity Prevention Alliance (APIOPA)

FLSA: Non-Exempt

Supervisor: Program Manager

Pay Rate: \$15.00/hr

Hours: Part-time 6-10 hours per week (Wednesdays, Thursdays, & Fridays)

SUMMARY

The Asian and Pacific Islander Obesity Prevention Alliance (APIOPA) is a division of Special Service for Groups (SSG), a non-profit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities. APIOPA's mission is to empower Asian and Pacific Islander (API) communities to improve their health by proactively addressing social, cultural, environmental, and political factors that contribute to the growing rates of obesity among API residents in Los Angeles County.

We are looking for a part-time driver to assist with produce deliveries to local corner stores throughout Los Angeles. We are working with Leadership for Urban Renewal Network (LURN) and L.A. Food Policy Council (LAFPC) to run a food buyers cooperative program entitled, "Community Markets Purchasing Real Affordable Foods (COMPRA). The COMPRA program consolidates the buying power of small grocers in low-income neighborhoods and leverage their collective purchases to secure better prices on quality fruits and vegetables. This program is helping small local corner store owners carry more fresh and healthy foods for residents in communities with limited or no access to these items. Under the direct supervision of the APIOPA Program Manager, the Project Specialist will be responsible for:

ESSENTIAL FUNCTIONS

- Coordinating the deliveries and logistics of the Community Markets Purchasing Real Affordable Foods (COMPRA) program with our partner organizations
- Operating SSG/APIOPA vehicles to pick up and drop off produce for the COMPRA program (produce boxes and coolers can weigh up to 40-65lbs).
- Providing the necessary support required for current APIOPA programs; will include outreach to recruit/retain COMPRA stores, general APIOPA operational tasks, and opportunities to take coordinating roles for certain projects/tasks.
- Building and developing relationships with COMPRA store owners, community members, and partner organizations as needed for assigned projects.
- Working with the Program Manager to determine where additional support is needed.

SECONDARY FUNCTIONS

- 6-10 hours per week (Wednesdays, Thursdays, & Fridays)
- Weekend work may be required

MINIMUM QUALIFICATIONS - Knowledge, Skills and Abilities Required

- A High School diploma
- Experience driving and operating large commercial vehicles (i.e. cargo van).



- Must be able to work well with a wide range of multicultural/diverse groups and individuals including coworkers, interns, community members, volunteers, and staff from various agencies.
- Must possess excellent driving, organizational, interpersonal, and communication skills.
- Must have a valid class C driver's license, proof of insurance, and a reliable source of transportation.
- Verification of Employment Eligibility and Background Check required.

NON-ESSENTIAL QUALIFICATIONS - Knowledge, Skills and Abilities

- Experience in food service/delivery, wholesale produce distribution, courier/delivery services (USPS, UPS, Fed Ex, Amazon, etc.), public health, community organizing, or nonprofit work preferred.
- Ability to speak Chinese, Korean, Vietnamese, Hmong, or Spanish strongly preferred.

HOW TO APPLY

Please submit your cover letter, resume, and 2-3 references to Kyle at ktsukahira@apiopa.org. No phone calls or inquiries about this position.